

Triton College
Academic & Scholastic Standards Committee
Minutes, September 4, 2019

Call to Order: Beth Dunn called the regular meeting of the Academic and Scholastic Standards Committee (ASSC) to order on September 4 at 2pm.

Present: D. Lenier Anderson, David Bowen, Renee Cuevas, Beth Dunn, Joyce Fritz, Denise Jones, Kevin Li, Victor McCullum, Kent Randall, Paulina Sobieralski.

Housekeeping

- Fall Meeting Times are set: We will meet the first Wednesday of the month at **2pm in E-216. September 4, October 2, November 6, December 4.**
- Our new student representatives are from Triton's Scholar program: Renee Cuevas and Paulina Sobieralski.
- The ASSC Bylaws and ASSC website information is consistent. There are some updates that need to be made regarding membership. The committee discussed the representation. Currently the bylaws state that the committee has 5-10 faculty members from the following areas: 2 from Arts and Sciences (we have 4), 2 from Careers (we have 4), 1 counselor (which we have), and 1-2 student representatives (we have 2). It also outlines administrative representation from the School of Arts and Sciences (that is Dean Li or Dean Segovia), Careers (should it be changed to Business and Technology?), and Health Careers. Beth will reach out to the new dean of business and technology and the new dean of health careers. The committee also believes we need representation from Admissions, Student Services, Financial Aid and Records because many of the decisions we make on this committee would be better informed by resource members from these areas. Beth will reach out to these departments for representation.

Updates/Discussion Points:

- Change of Grade Policy- update
The Board of Trustees approved the policy update. Students now have until the last day of the following semester (Spring or Fall) to initiate the grade change process by emailing the instructor. Dean Li indicated that the policy is not retroactive. If a student completed a class prior to 7/17/19 the institution should treat that grade change request under the previous policy. This began a discussion about our policies. Some are in the BOT Policy Handbook, some are in the course catalog, and some are in the student handbook. The policies should be consistent at all of these points. This may too big of a job for our committee.
and the implications for implementation at the senior level.
- Syllabus Policy- update

The Board of Trustees approved the new Syllabus Policy. Beth informed everyone that a copy of a Syllabus template can be found on the CTE website.

- **Late Registration Policy**
Leslie Wester reached out to our committee to look into the late registration policy. She feels that the intent and implementation of the policy do not align. Students that register and pay for their classes on time but may want to adjust their schedules because of work conflicts or other factors are not able to do so without approval from instructor, chair and dean. Whereas students that register the day a class begins, but before the actual time it begins are allowed to register without needing the signatures and petitions. The committee agreed that all need to look at these on a case-by-case basis and allow for schedule changes, much like drop/add periods in other institutions.
- **2019-2020 Goals: The Withdrawal Policy**
This year the A&SSC will work on the Withdrawal Policy. The impact of the number of withdrawals on the institution is multi-faceted. This reinforced our earlier discussion about needing resource members from Student Services, admissions, records and financial aid. Beth promised to share all of the material received from Shelley (which is dated 2015 and 2016) via email. Beth will ask the research department to report on the number of withdrawals initiated by students and instructors on a continuum in all full term (13-16wk classes). As per an earlier discussion there is no BOT withdrawal policy. The policy can be found in the student handbook, or course catalog. We need a central location for all of these policies.

Nancy Guzman via email pointed out that many “last day to withdraw” dates as indicated on student schedules and calculated through the attendance form downloaded from our portals, are on a Saturday or Sunday which is unfair to students.

Dean Li indicated that our work on the withdrawal policy is right in line with the colleges Guided Pathways goal.

We acknowledge that we will not be able to solve the withdrawal problem, our goal is baby steps. We plan on informing small changes that will help inch the percentage of students that withdraw from courses downward.

Action Items

- Contact a representative from Financial Aid
- Contact Pam Harmon- Dean of Health Careers
- Contact Jennifer Davidson- Dean of Business and Technology
- Contact Ken Smith – Director of Admissions
- Contact representatives from Financial Aid as identified by Denise Jones.
- Contact Kurian about report showing student vs instructor withdrawals.
- Inform Web Advisor of updates to the website
- Ask Dr. Flaherty about changes to the bylaws

The meeting was adjourned at 3pm.

The minutes are respectfully submitted by Beth Dunn.